

REQUEST FOR PROPOSAL (RFP)
RFP #1576 BMCW-SM

**RECRUITMENT OF FOSTER AND ADOPTIVE FAMILIES FOR CHILDREN
IN OUT OF HOME PLACEMENT SERVED BY THE BUREAU OF
MILWAUKEE CHILD WELFARE**

Questions and Answers for Recruitment RFP

1. **Jim Coursey-Center for the Support of Families:**
Referencing Section 1.2.1 “Project Description” on page 4 of the RFP, does the term “Recruitment Specialist” refer to the vendor’s staff proposed for this project? Are there minimum educational or experience requirements for Recruitment Specialists?

Recruitment specialists are staff employed by the agency to perform the recruitment functions of the RFP. There are no minimum educational or experiential requirements for the recruitment specialist. The vendor will ensure a diverse and culturally competent workforce that understands the comprehensive needs of children served by the BMCW in foster care and adoption.

2. **Jim Coursey-Center for the Support of Families:**
Referencing Section 1.2.1 “Project Description” on page 4 of the RFP, will the effort to “educate the broader community” include media placements? How large a component of this project should public awareness activities be?

Responders to the RFP should describe what strategies will be used to educate the broader community and the scope of public awareness activities.

3. **Jim Coursey-Center for the Support of Families:**
Referencing Section 1.2.2 “Current Operations” on page 4 of the RFP, have the permanency consultation, training, and licensing/retention contracts already been awarded? If so, who are the vendors, and what will the recruitment vendor’s relationship be to these other organizations?

The RFPs for permanency consultation; foster and adoptive case management, licensing, placement and support were released at the same time the recruitment RFP was released; October 13, 2006. The responses to all three RFPs; RFP #1576 BMCW-SM “Recruitment of Foster and Adoptive Families For Children In Out of Home Placements Served By The Bureau of Milwaukee Child Welfare”, RFP #1577 BMCW-SM “To Provide Permanency Consultation for Children in Out of Home Care Served by the Bureau of Milwaukee Child Welfare”, and RFP #1578 BMCW-SM currently posted on the Wisconsin VendorNet site are due at 4:00 p.m. on November 17, 2006.

4. **Jim Coursey-Center for the Support of Families:**
Referencing Section 1.2.3 “Needs” on page 5 of the RFP, does the term “joint recruitment of foster and adoptive families” refer to foster families who adopt? How has the Bureau traditionally worked with these families?

The term joint recruitment includes recruiting parents for foster care and adoption. Previously, the recruitment of foster and adoptive families was separated into two contracts. Lutheran Social Services is currently responsible for recruiting foster parents and Children's Service Society of Wisconsin is responsible for recruiting adoptive parents. The existing contracts require LSS and CSSW to develop and implement joint recruitment activities.

5. **Jim Coursey-Center for the Support of Families:**
Referencing Section 1.3.2 “Specific Requirements” on page 6 of the RFP, please provide more information about the “foster and adoptive home proposals” to be forwarded to licensing staff. Are these proposals simply the contact details of individuals who attend orientation and want to start the foster/adoption evaluation process? Or are they equivalent to home studies and, therefore, can only be completed by authorized staff?

An agency can substitute the word referrals for proposals. The agency should identify basic demographic information of the potential foster and/or adoptive parent.

6. **Jim Coursey-Center for the Support of Families:**
Referencing Section 1.4 “Staff Qualification Requirements” on page 6 of the RFP, will BMCW provide offerors with a copy of the Review of Turnover in Milwaukee County Private Agency Child Welfare Ongoing Case Management Staff report?

Yes. This report is a public document. The report is available at the BMCW web-site: <http://dhfs.wisconsin.gov/bmcw>. Click on new initiatives and the topic “Workforce Recruitment and Retention in the Bureau of Milwaukee Child Welfare.” This will open up the document. At the bottom of the document click on the Review of Turnover in Milwaukee County Private Agency Child Welfare Ongoing Case Management Staff report.

7. **Jim Coursey-Center for the Support of Families:**
Referencing Section 1.9 “Calendar of Events” on page 9 of the RFP, the contract start date shall be dependent on vendor transition activities. Who are the current recruitment service vendors, and are they eligible to compete for this procurement?

Currently Lutheran Social Services has the responsibility for recruiting foster families and Children's Service Society of Wisconsin is responsible for recruiting adoptive families. Both agencies are eligible to respond to the RFPs.

8. **Jim Coursey-Center for the Support of Families:**
Referencing Section 4.4.4 “Program Specific Objectives-Recruitment” which starts on page 25 of the RFP, are there any performance metrics associated with each of the nine objectives associated with this project? If so, can you share them with the offerors?

Performance outcomes will be developed and included in the contract.

9. **Jim Coursey-Center for the Support of Families:**
Referencing Section 5.4.i “Sub-Contracting” on page 31 of the RFP, it indicates that no recruitment services can be subcontracted. However, Section 1.5 “Who May Apply?” on page 7 of the RFP indicates that within a consortium of applying agencies, one organization must be designated as the lead agency. These two statements appear to be mutually exclusive—can you clarify the definition of “sub-contract” as opposed to “consortium of agencies?”

A “consortium of agencies” is a group of agencies that will come together to respond to the RFP. One agency must be designated the lead agency but the combined agencies would be considered one entity. The agencies listed in the consortium may perform any or all parts of the contract. The names and roles of each agency must be stated.

Sub-contracting refers to a contract negotiated by the primary contract holder with an additional service provider to perform the specific duties of a contract.

- 10. Jim Coursey-Center for the Support of Families: Referencing Attachment A-2 “Definitions” on page 43 of the RFP, the definition for photo listing is provided. Is the vendor expected to maintain the photo listing as part of this contract? If so, will the vendor need to support both paper and Web-based photo listing services?**

Child-specific recruitment is a requirement under this RFP. The agency should identify all strategies they plan to use to develop a sound recruitment plan. This plan will result in referring appropriate families to the agency responsible for foster care and adoptive licensing.

- 11. Will attendance records be made public?**

Yes. You can call Linda Ashley to schedule a time to come to the administrative office or request a copy in writing to:

Linda Ashley
Bureau of Milwaukee Child Welfare
1555 Rivercenter Drive
Suite 220
Milwaukee, WI 53212
414-220-7063

- 12. Please clarify point number 5 on page 16 (include maternal and paternal relatives as potential foster/adoptive placements).**

The BMCW expects that the agency who is awarded the contract will provide child-specific recruitment. Recruitment includes working with maternal and paternal relatives to be licensed as foster/adoptive parents.

- 13. Referencing section 3.1 “Awards and Final Offers” the last sentence on page 15 is incomplete, what should be printed here?**

The RFP is being amended to address this. The last sentence should read: “The award then will be granted to the highest scoring proposer. However, a proposer should not expect that the State will request a final and best offer.”

- 14. Is there demographic information available on Foster parents?**

Based on the BMCW data, there are:

- currently 735 active licensed foster homes;
- approximately 75% of the licensed foster parents are between the ages of 31-60;
- approximately 75% of the licensed foster parents are African American;

- most licensed foster homes are located within BMCW regions 1 and 2.

15. Are subcontractors allowed?

Subcontracting is allowed under this RFP.

16. What does point number 2 on page 27 mean? (Describe how your agency will engage with other economic and community supports in approaches to assure recruitment efforts are coordinated and delivered.)

All three RFPs, RFP# 1576 BMCW-SM “Recruitment of Foster and Adoptive Families For Children In Out of Home Placements Served By The Bureau of Milwaukee Child Welfare”, RFP #1577 BMCW-SM “To Provide Permanency Consultation for Children in Out of Home Care Served by the Bureau of Milwaukee Child Welfare”, and RFP #1578 BMCW-SM currently posted on the Wisconsin VendorNet site discuss systems coordination and collaboration. Proposers are required to describe how they will collaborate with BMCW and its partner agencies to ensure coordination across the program areas included in the three RFPs.

17. What would prevent services from being duplicated?

The BMCW will monitor the activities of the contract to ensure services are not being duplicated.

18. Is the needs assessment based on demographics of the child?

Yes, the needs assessment is based on the demographics and characteristics of children entering out of home care.

19. Is there recruitment information available?

Yes. Recruitment information is available by contacting Lutheran Social Services or Children’s Service Society of Wisconsin.

20. How would a member of a consortium be reimbursed?

How a member of a consortium is reimbursed is determined by the lead agency as described in the proposed response.

21. Would letters of reference be looked at?

Yes, the evaluators will be reviewing all the materials submitted as part of the response to the RFP including the vendor reference list; however, this information will not be scored.

22. If you're a member of a consortium agency, would the lead agency have the option for minority business vendor preference?

The lead agency would have to be the agency with the minority business vendor preference.

23. Would the recruitment vendor work with adoptive families versus foster families?

The recruitment RFP requires the agency to work with adoptive and foster families. This is not an either or situation. The responder should describe its strategies for recruiting both adoptive and foster families.

24. What is the language of the proposals?

The question is unclear as to what is being asked.

25. Would part of budget go towards advertising?

The responder needs to determine how much money they will earmark for advertising costs.

26. Is there a performance matrix?

There will be performance measures identified in the contract.

27. Explain the RFP Review Process.

Reviewers are selected to review and score the proposals according to the criteria in attachment A-4 and A-5.

28. Can we assume there are 12 reviewers?

No, 12 copies of the responses to the RFP are required for a variety of reasons.

29. Where does the application process come in regarding recruiting families?

The families who are recruited will need to complete an application as part of licensing requirement.

30. Who are the current recruiting providers?

Currently Lutheran Social Services has the responsibility for recruiting foster families. Children's Service Society of Wisconsin is responsible for recruiting adoptive families.

31. There is nothing stated in the RFP regarding education levels. What is the required education level? Will work experience in this field count versus having a degree?

There are no minimum educational or experiential requirements for the recruitment specialist. The RFP speaks to ensuring the vendor ensures a diverse and culturally competent workforce who understands the comprehensive needs of children served by the BMCW in foster care and adoptions.

32. Has the Permanency contract been awarded?

No, the Permanency Consultant contract has not been awarded. Notice of intent to award will be issued on December 15, 2006.